

APPENDIX A

Saluting

A-1. General

The origin of the hand salute is uncertain. Some historians believe it began in late Roman times when assassinations were common. A citizen who wanted to see a public official had to approach with his right hand raised to show that he did not hold a weapon. Knights in armor raised visors with the right hand when meeting a comrade. This practice gradually became a way of showing respect and, in early American history, sometimes involved removing the hat. By 1820, the motion was modified to touching the hat, and since then it has become the hand salute used today.

A-2. When to Salute

- a. Army personnel in uniform are required to *salute* when they meet and recognize persons entitled (by grade) to a *salute* except when it is inappropriate or impractical (in public conveyances such as planes and buses, in public places such as inside theaters, or when driving a vehicle). A *salute* is also rendered:
 - (1) When the United States National Anthem, "To the Color," "Hail to the Chief," or foreign national anthems are played.
 - (2) To uncased National Color outdoors.
 - (3) On ceremonial occasions as prescribed in Chapter 9.
 - (4) At reveille and retreat ceremonies, during the raising or lowering of the flag.
 - (5) During the sounding of honors.
 - (6) When pledging allegiance to the US flag outdoors.
 - (7) When turning over control of formations.
 - (8) When rendering reports.
 - (9) To officers of friendly foreign countries.
- b. *Salutes* are not required when:
 - (1) Indoors, except when reporting to an officer or when on duty as a guard.
 - (2) A prisoner.
 - (3) *Saluting* is obviously inappropriate. (Example: A person carrying articles with both hands, or being otherwise so occupied as to make *saluting* impracticable, is not required to *salute* a senior person or return the salute to a subordinate.) In any case not covered by specific instructions, the *salute* is rendered.

- (4) Either the senior or the subordinate is wearing civilian clothes.

A-3. Reporting Indoors

When reporting to an officer in his office, the soldier removes his headgear, knocks, and enters when told to do so. He approaches within two steps of the officer's desk, *halts, salutes*, and reports, "**Sir (Ma'am), Private Jones reports.**" The *salute* is held until the report is completed and the *salute* has been returned by the officer. When the business is completed, the soldier *salutes*, holds the *salute* until it has been returned, executes the appropriate *facing movement*, and departs. When reporting indoors under arms, the procedure is the same except that the headgear is not removed and the soldier renders the *salute* prescribed for the weapon with which he is armed.

NOTE: The expression under arms means carrying a weapon in your hands, by a sling or holster.

A-4. Reporting Outdoors

When reporting outdoors, the soldier moves rapidly toward the officer, *halts* approximately three steps from the officer, *salutes*, and reports (as when indoors). When the soldier is *dismissed* by the officer, *salutes* are again exchanged. If under arms, the soldier carries the weapon in the manner prescribed for *saluting*.

A-5. Report for Pay

When reporting for pay, the soldier answers "**Here, Sir (Ma'am),**" or "**Here, Sergeant,**" when his name is called, *salutes* the officer making payment (in this instance, the officer does not return the *salute*), reports, "**Sir (Ma'am), Private Jones reports for pay,**" counts the money as it is handed to him, signs the pay voucher, and leaves the room without *saluting* again.

A-6. Saluting Persons in Vehicles

The practice of *saluting* officers in official vehicles (recognized individually by grade or identifying vehicle plates and/or flags) is considered an appropriate courtesy. *Salutes* are not required to be rendered by or to personnel who are driving or riding in privately owned vehicles except by gate guards, who render *salutes* to recognized officers in all vehicles unless their duties make the *salute* impractical. When military personnel are drivers of a moving vehicle, they do not initiate a *salute* (AR 600-25).

A-7. Other Salutes

- a. **In Formation.** Individuals in formation do not *salute* or return *salutes* except at the command **Present, ARMS**. The individual in charge *salutes* and acknowledges *salutes* for the entire formation. Commanders of organizations or detachments that are not a part of a larger formation *salute* officers of higher grade by bringing the organization or detachment to *attention* before *saluting*. When in the field under battle or simulated battle conditions, the organization or detachment is not brought to *attention*. An individual in formation *at ease* or *at rest* comes to *attention* when addressed by an officer.

- b. **Not in Formation.** On the approach of an officer, a group of individuals not in formation is called to attention by the first person noticing the officer, and all come sharply to *attention* and *salute*. Individuals participating in games, and members of work details, do not *salute*. The individual in charge of a work detail, if not actively engaged, *salutes* and acknowledges *salutes* for the entire detail. A unit *resting* alongside a road does not come to *attention* upon the approach of an officer; however, if the officer addresses an individual (or group), the individual (or group) comes to *attention* and remains at *attention* (unless otherwise ordered) until the termination of the conversation, at which time the individual (or group) *salutes* the officer.
- c. **Outdoors.** Whenever and wherever the United States National Anthem, "To the Color," "Reveille," or "Hail to the Chief" is played, at the first note, all dismounted personnel in uniform and not in formation *face* the flag (or the music, if the flag is not in view), stand at *attention*, and render the prescribed *salute*. The position of *salute* is held until the last note of the music is sounded. Military personnel not in uniform will stand at *attention* (remove headdress, if any, with the right hand) and place the right hand over the heart. Vehicles in motion are brought to a *halt*. Persons riding in a passenger car or on a motorcycle dismount and *salute*. Occupants of other types of military vehicles and buses remain in the vehicle; the individual in charge of each vehicle dismounts and renders the *hand salute*. Tank and armored car commanders *salute* from the vehicle.
- d. **Indoors.** When the National Anthem is played indoors, officers and enlisted personnel stand at *attention* and *face* the music, or the flag if one is present.

NOTE: Narrators or printed programs can assist in informing spectators of appropriate responses.

A-8. Saluting Colors

National and organizational flags, which are mounted on flagstaffs equipped with finials are called Colors. Military personnel passing an uncased National Color *salute* at six steps distance and hold the *salute* until they have passed six steps beyond it. Similarly, when the uncased Color passes by, they *salute* when it is six steps away and hold the *salute* until it has passed six steps beyond them.

NOTE: Small flags carried by individuals, such as those carried by civilian spectators at a parade, are not *saluted*. It is improper to *salute* with any object in the right hand or with a cigarette, cigar, or pipe in the mouth.

A-9. Uncovering

- a. Officers and enlisted men under arms *uncover* only when:
 - (1) Seated as a member of (or in attendance on) a court or board.
 - (2) Entering places of divine worship.
 - (3) In attendance at an official reception.
- b. Male personnel remove their headdress indoors. When outdoors, military headdress is never removed, or raised as a form of salutation. When appropriate, civilians may be *saluted* in lieu of removing the headdress.

- c. Female military personnel will remain *covered* at all times when it would be appropriate for civilian women at a similar function to wear a hat. They must wear headgear when in uniform outdoors if headgear is authorized.

A-10. Saluting Upon Boarding Naval Ships

When Army personnel board US Navy ships, either as an individual or as a unit leader, they *salute* according to naval procedures.

- a. When boarding a naval ship, upon reaching the top of the gangway, *face* and *salute* the national ensign. After completing this *salute*, *salute* the officer of the deck who will be standing on the quarterdeck at the head of the gangway. When *saluting* the officer of the deck, request permission to board, “***Sir, Request permission to come aboard.***” The officer of the deck will return the *salute*.
- b. When leaving the ship, render the same *salutes* in reverse order, and request permission to leave, “***Sir, Request permission to go ashore.***”